

Approval of Search Committee

Date: _____ Position to be Filled: _____

To: Vice President: _____ Requisition # _____

Through: Dean/Director:

Through: Lonnie Thompson, Equity Coordinator

From: Hiring Manager:

Copy: Bob Woodbery, Staffing Manager

Please approve the proposed Search Committee.

Committee Member	Identify: Career, Admin/Prof., Technical, Faculty	Identify: Committee Chair & Equity Rep.	Race	Gender

1. _____ Date: _____
Approved – Hiring Manager

3. _____ Date: _____
Approved - Dean/Director

2. _____ Date: _____
Approved – Equity Coordinator

4. _____ Date: _____
Approved - Vice President

Instructions and Guidelines

1. The Hiring Manager must complete this form and forward it to the Equity Coordinator, Dean/Director and Vice President for approval prior to meeting with the search committee or beginning any part of the screening process.
2. One of the committee members must be a member or auxiliary member of the Equity Committee. The equity representative may fully participate in the process and vote. The Equity Coordinator will assign equity representatives to search committees. The Hiring Manager, Committee Chair and/or appropriate administrator must ensure that committee appointments are balanced with respect to race and gender.
3. In most cases, the Hiring Manager should not be on the search committee or participate in the screening and first interview phases of the process. Exceptions should be discussed with the Staffing Manager or Director of Human Resources prior to any committee activity. The Hiring Manager may explain the charge to the committee but should then refrain from commenting on or otherwise influencing the process until after finalists have been identified.